

eOffice (Quick Tips)

Save Time in re-entering DSC pin

How To cache user pin?

Double click on the WD ProxKey icon on the desktop

Steps for cache user pin are mentioned below:

Step 1: Click on **Options** in the WD proxkey window.

Step 2: Click on the **check box** Cache user pin.

Step 3: Click on **Apply** Button.

Step 4: Enter the user **DSC pin**.

Step 5: Click on **OK** Button.

NOTE:

1. For the cache user pin the wd proxy setup should be updated.
2. After this process when signing the file it will prompt for entering the pin which will be a on time process only.
3. This process needs to be done on independent systems.

Save Time in re-entering DSC pin

The screenshot displays the ProxKey Token Tool interface. The title bar reads "ProxKey Token Tool--DIVYESH CHUDASAMA". The main window has a Watchdata logo in the top right. On the left, a menu is visible with the following items: "Change User PIN", "Change Token Name", "Certificate", "Device Information", "Options", "Help", and "About". The "Options" menu item is highlighted with a red box and a circled "1".

The "Running Setting" dialog box is open, showing a checkbox for "Cache User PIN" which is checked. This checkbox is highlighted with a red box and a circled "2". The "Apply" button is also highlighted with a red box and a circled "3". Below the checkbox, the text "You have the newest version." is displayed in red.

An "Enter User PIN" dialog box is overlaid on top. It contains a text input field for "User PIN:" which is highlighted with a red box and a circled "4". Below the input field, a note states: "Note: Length should be between 6-32 characters". At the bottom of this dialog, the "OK" button is highlighted with a red box and a circled "5". Other buttons visible are "Cancel" and "SoftKeyboard".

At the bottom of the main window, the website address "www.watchdata.com" is displayed.

Custom Sign

The screenshot displays the 'Custom Sign' interface. On the left, a document preview shows the title 'A Simple PDF File' and the file number 'File No.B-11011/2/2019-SIO N'. The main content area shows a preview of the document with a yellow rectangular sign box highlighted by a red circle '2'. The sign box is positioned over the text 'Simple PDF File 2'. The sign configuration panel on the right includes fields for 'Language*' (English), 'Prefix' (Choose One), 'Reply Type' (Choose one), 'Designation*' (user), 'State' (Choose one), 'Pincode', 'Landline', and 'Email'. There are buttons for 'Add More Recipient(s)' and 'Clear'. At the bottom right, there are buttons for 'Dispatch By Self', 'Dispatch By CRU', 'DSC Sign', 'Edit', and 'Custom Sign', with the 'Custom Sign' button highlighted by a red circle '1'. A red circle '3' highlights the 'DSC Sign' button in the top navigation bar.

NOTE: The box should be neither too small or big, it should be of an appropriate size in such a way that the sign and name should be visible

Quick Note

Computer No: 44309 File No: 01-11020/119/2019-OFFICE 3-TRG Subject: testing 1

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More

Quick View

Quick Noting

English

Hindi/Others

User Defined

Send for Approval

add

Please find enclosed herewith a word file for further reference.

please forward

English

Send for Approval

ToC Recent All Previous Notings

I/11683/2019

File No.01-11020/119/2019-OFFICE 3-TRG

86

ghjhjhg

How to add Quick Note

eFile Version 5.5_09

Search [] Advanced [?] [] []

Receipts []
Files []
Migrate File []
Dispatch []
DSC []
Settings []
 ▶ Preferences
 ▶ Address Book
 ▶ User Groups
 ▶ Search Privilege For User
▶ Quick Noting
Notification []
Ext Department []

User Defined Quick Noting

S.No	Description
1	TEST

Add

eFile Version 5.5_09

Search [] Advanced [?] [] []

Receipts []
Files []
Migrate File []
Dispatch []
DSC []
Settings []
 ▶ Preferences
 ▶ Address Book
 ▶ User Groups
 ▶ Search Privilege For User
 ▶ **Quick Noting**
Notification []
Ext Department []

User Defined Quick Noting

S.No	Description
1	TEST

Add

User Defined Quick Noting

Description: Urgently Required

Save

Refer Noting

The screenshot displays the eFile software interface. At the top, the header includes the eoffice logo, version 'eFile Version 5.5_12', and user information 'US13 US(US13)- OFFICE 3'. The main window shows a document titled 'Estimate File for a Project - case study' with a menu bar containing options like 'Noting', 'Correspondence', 'Draft', etc. A 'Refer Noting' dialog box is open in the center, with the following elements highlighted by red circles and boxes:

- 1: The text 'Please refer the note 3' in the main document area.
- 2: The 'Previous Notings' button in the top right of the document area.
- 3: The page number '2' in the top right of the document area.
- 4: The 'By Note No.' radio button in the dialog box.
- 5: The 'Note # 3' dropdown menu in the dialog box.
- 6: The 'Ok' button in the dialog box.

The background shows a list of notes with the following details:

Note No.	Date/Time	Author
# 2	14/12/2018 4:28 PM	US11 (US TRG)
# 3	14/12/2018 4:30 PM	US11 (US TRG)
# 4	14/12/2018 4:45 PM	US11 (US TRG)
# 5	14/12/2018 4:49 PM	US11 (US TRG)
# 6	14/12/2018 4:52 PM	US11 (US TRG)
# 7	14/12/2018 4:56 PM	US11 (US TRG)
# 8	14/12/2018 5:00 PM	US11 (US TRG)
	03/01/2019 5:01 PM	US11 (US TRG)

Quick View

Navigation bar: eFile Version 5.5_09 | Search | Advanced | ? | [Icons]

Metadata: Computer No: 6670 | File No: A-13012/1/2019-SIO NIC-Part(1) | Subject: Office Training

Menu: Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More... | **Quick View** (highlighted with red arrow)

Quick Noting: [Save] [Close]

Filters: ToC | Recent | All | Previous Notings

Left Panel: Last Saved 24-06-2019 05:44:53 PM. Rich text editor with toolbar (B, I, U, Bold, Italic, Underline, Paragraph, Font, Line Height) and content: TEST

Right Panel: List of Correspondences and Issues

<input type="checkbox"/>	Receipt/Issue No.	Subject	Type	Attached On	Pages	Action
<input type="checkbox"/>	1/592/2019	test	Issue	30/05/19 13:52	3-3	Reminders
<input type="checkbox"/>	E 41917(2)/2019/SIO-DD	test		03/05/19 10:17	1-2	Reopen

Attach

Quick View Draft Toc

Computer No: 44309 File No: 01-11020/119/2019-OFFICE 3-TRG Subject: testing 1

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send

Quick Noting [] []

Last Saved 25-06-2019 02:52:51 PM

Rich text editor toolbar with icons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Table of Contents, and Print.

Send for Approval

Draft List

Draft No	Subject	Status	Approved by
DFA/22195	testing 1	DFA	

Draft Version List

version	Created On	Created By	Status
1.0	24/06/19 12:34 PM	US12	DFA

Quick View [X]

- Noting
- Correspondence TOC
- Draft TOC

19/2019-OFFICE 3-TRG 86

1

Quick View

3

2

Quick View Note

eFile Version 5.5_12

Computer No: 1344 File No: A-12019/1/2015-

Noting | Correspondence | Draft | Reference

+

Add Green Note Add Yellow Note

us

07/07/2015 4:49 PM

Note # 4
dfa put up for [approval](#)

07/07/2015 5:01 PM

Note # 5
Approved DFA may please be issued.

07/07/2015 5:15 PM

Note # 6
[refer to process note](#)

07/07/2015 5:15 PM

Note # 6
[refer to process note](#)

Book 1 is attached in local reference

Noting

us

Page: 1

07/07/2015 4:49 PM US13 (US (MTP))

Note # 4
dfa put up for [approval](#)

07/07/2015 5:01 PM SO13 (SO)

Note # 5
Approved DFA may please be issued.

07/07/2015 5:15 PM US13 (US (MTP))

Note # 6
[refer to process note](#)

Book 1 is attached in local reference

Page: 2



Advanced | ? | [Icons]

Notings

Correspondences and Issues

Choose One

Type	Attached On	Pages	Action
II	17/05/19 11:46 AM	4-4	Reminders Publish To KMS
me for three...			
II	17/05/19 11:46 AM	3-3	Reminders Publish To KMS
me for three...			
ent	Issue 07/07/15 05:20 PM	2-2	Reminders Publish To KMS
II	07/07/15 04:21 PM	1-1	Reopen
me for three...			

Attach

1 Quick View

2 Noting

Correspondence TOC

Draft TOC

Email Diarization

Note:

To use this feature, the NIC Mail/ Official eMail id of user should be configured with eoffice.

What is eMail Diarization?

eMail diarisation facilitates the eOffice user to fetch the letters or mails directly from the user's NIC mail id to the eFile application.

How To eMail Diarize? [*Email Diarization.pdf*](#)

Steps for eMail diarisation are mentioned below:

Step 1: Open **NIC mail** from home page of eOffice.

Step 2: Select the email click on **Move to eFile**.

Step 3: Go to home.

Step 4: Click on **File Management System**.

Step 5: Click on **Receipt**.

Step 6: Click on **email diarisation**.

Step 7: Click on **document/link**.

Step 8: If attachment is available move attachment to the right side panel.

Step 9: Click on **Diary/Preview**.

Step 10: Fill metadata.

Step 11: Click on **Generate/ Generate and Send**.

For sending Files And Receipts the following options can be used

eFile Version 5.5_09 Search Advanced | ? [Icons]

Receipts [-]

- ▶ Browse & Diarise
- ▶ **Inbox (1)**
 - ▶ dipesh
- ▶ Email Diarisation
- ▶ Created
- ▶ Sent
- ▶ Closed
 - ▶ By Me
- ▶ Acknowledgement
 - ▶ Created
 - ▶ Sent

Files [+]

Migrate File [+]

Dispatch [+]

DSC [+]

Settings [+]

Notification [+]

Ext Department [+]

Send

All
 Reporting Officer
 Sub-ordinates
 Recent 5
 Send Back
 In Channel
 Preferred List

Note: Name of the creator is highlighted in yellow colour.

To

Cc

(Use semicolon(;) to separate recipients.)

Note : Cc copies are non-editable. Any change in the Main receipt will be reflected in the Cc copies, till the time not put inside the file

Set Due Date 17

Action

Priority

Initiate Action

Total 1000 | 1000 characters left.

Remarks

	Receipt Number	Subject
<input checked="" type="checkbox"/>	62134/2019/SIO-DD	receipt

Send

For sending Files And Receipts the following options can be used

i. **All:** By default, “**All**” remains selected giving the logged in user option to view and select a recipient from all the active users in the department.

ii. **Reporting Officer:** When “**Reporting Officer**” is selected, the ‘Send To’ list will display the **official just above in the hierarchy** of the logged in employee.

iii. **Sub-ordinates:** When “**Sub-ordinates**” is selected, the list will display the **officials just below in the hierarchy** of the logged in employee.

Note:

To get the name populated in Reporting Officer and Sub-ordinates options, the official’s/user’s post hierarchy needs to be defined in Employee Master Details (EMD).

iv. **In channel:** It helps the user to mark the receipt to officials who are **already in the submitted channel of the receipt.**

Note:

When user is sending multiple receipts, Send Back and In Channel radio buttons will not be available.

v. **Preferred List:** It helps to select officials from the list of “**Preferred List**” already created by the user.

Note:

To create the preferred List Click the To link,Go to Contacts tab,select the users

How to use preferred list

To create the preferred List Click the To link-Go to Contacts tab-select the users by selecting the check box or by searching the name in search box and then selecting the check box -click Add to: Preferred List link.

The screenshot displays the 'Send' form in the eFile application. The interface includes a sidebar with navigation options like 'Receipts', 'Files', and 'Submitted Files for Closing Approval'. The main form area shows the 'Organization' as 'TRG' and various selection options. The 'To' field is highlighted with a red box and a circled '1'. A dropdown menu is open, showing a list of users with checkboxes. The 'Contacts' tab is selected and circled with a red '2'. The user 'JYOTI AGGARWAL' is selected with a checkmark and circled with a red '3'. At the bottom of the dropdown, the 'Add to Preferred List' link is circled with a red '4'. The background table shows columns for 'File Number', 'Subject', and 'Note(Char)'. The 'Remarks' field contains the text 'JYOTI AGGARWAL ASO_VIG-Vigilance'.

File Number	Subject	Note(Char)
SECTION 3...	Uniform and Safety S...	109
characters- :000000	Total(Formatting included) :	

Action Type while sending receipt

The action type can be customized at admin side as per user requirement, by using the action type user can avoid remarks that are frequently being used.

The screenshot displays the 'Send' interface in the eoffice application. On the left, there is a sidebar with navigation options like 'Receipts', 'Inbox', and 'Files'. The main area is titled 'Send' and contains several fields: 'To', 'Cc', 'Set Due Date', 'Action', 'Priority', 'Initiate Action', and 'Remarks'. The 'Action' dropdown menu is open, showing options such as 'Pl. Put Up', 'Forward', 'Approve', and 'Pl. Discuss'. The 'Pl. Put Up' option is highlighted in blue. A red circle with the number '1' is placed next to the dropdown arrow, and a red arrow points from this circle to the 'Pl. Put Up' option in the list. Below the 'Action' dropdown, the 'Send' button is highlighted with a red box and a red circle with the number '2'. On the right side, there is a table with columns 'Receipt Number' and 'Subject'. The table contains one row with the receipt number '62134/2019/SIO-DD' and the subject 'receipt'.

Receipt Number	Subject
62134/2019/SIO-DD	receipt

View the action to be taken

Receipts

- Browse & Diarise
 - Physical
 - Electronic
- Inbox (1)
 - v vp (3)
 - vyotsna (2)
 - rakesh
 - ashok kumar k (1)
 - Medical Reimbursement (10)
 - saara
 - mukesh
 - xyz
 - rtv
 - march
 - it
 - msbisht
 - rksb
 - LPAI
- Email Diarisation
 - Created
 - Sent** ①
 - Closed
 - By Me
 - By Others (Hierarchy)
 - By others(All)
- Acknowledgement
 - Created
 - Sent
- Recycle Bin
- Initiated Action

Files (+)

Migrate File (+)

Dispatch (+)

DSC (+)

Settings (+)

Notification (+)

Ext Department (+)

Copy | Details | Movements | View Draft | Generate Acknowledgement | **Action Details** ②

Mr Umesh Kumar Saxena

Koteshwar Hydro Electric Project THDC Limited
Hydro Mechanical
Koteshwarpuram
Tehri Garhwal
Rishikesh 249201 Uttarakhand
Ref Mobility number - 9997999003

airtel
Bharti Airtel Limited
Statement of Accounts
Statement Date 13/11/2017
Account ID - 110-100475267

INVOICE DETAILS

SNo.	Invoice No.	Invoice Date	Amount	New Credit Charges
1	684678893	12-NOV-2007	754.64	0
2	698519169	12-DEC-2007	964.5	0
3	711093805	12-JAN-2008	1196.95	0
4	723372853	12-FEB-2008	1610.01	0
5	736040320	12-MAR-2008	947.8	0
6	749149170	12-APR-2008	807.2	0
7	763178948	12-MAY-2008	665.56	0
8	776651882	12-JUN-2008	1211.33	0
9	789978235	12-JUL-2008	966.39	0
10	803745516	12-AUG-2008	169.65	0
11	817631472	12-SEP-2008	657.96	0
12	829752501	12-OCT-2008	883.51	0
13	843777453	12-NOV-2008	714.38	0
14	857596982	12-DEC-2008	716.66	0
15	870967846	12-JAN-2009	1260.43	0
16	883532124	12-FEB-2009	740.8	0
17	895216982	12-MAR-2009	715.78	0
18	907592165	12-APR-2009	816.98	0
19	916425527	12-MAY-2009	863.21	0
20	925279925	12-JUN-2009	764.8	0
21	935239585	12-JUL-2009	752.58	0
22	941611077	12-AUG-2009	677.01	0
23	85666983	12-SEP-2009	704.49	0
24	97577839	06-OCT-2009	541.13	0
25	115500837	06-NOV-2009	1054.79	0
26	133393974	06-DEC-2009	782.25	0
27	154322499	06-JAN-2010	6809.45	0
28	174215612	06-FEB-2010	2148.99	0
29	194431877	06-MAR-2010	1512.67	0
30	214307892	06-APR-2010	1206.9	0
31	234731198	06-MAY-2010	1284.88	0
32	254843930	06-JUN-2010	1058.55	0
33	274504344	06-JUL-2010	1020.71	0

Receipt Details

Receipt No : 40820/2019/OFFICE 3 File No :
 From : gfdgd Designation : fgfdgdfg
 Main Category : General Sub Category :
 Address : dfgd Sent Date : 25/06/19 04:29 PM
 Letter Ref. No : Letter Date : 19-06-2019
 Subject : jyhgjhghgj Enclosures : -
 Delivery Mode : By Hand Sender Type :

Movement Details

Sent By	Sent On	Sent To	Action	Remarks
US12,OFFICE 3	25/06/19 04:29 PM	US13,OFFICE 3	Approve	-
US12,OFFICE 3	19/06/19 04:09 PM	US12,OFFICE 3	Forward	-